

## 13.105 REPORTING AND EVALUATING OFFICER'S ACTIVITY

**Reference:**

Procedure 12.527 - Mobile Video Recording Equipment  
Procedure 12.030 - Vehicles: Assignment, Use, and Maintenance

**Purpose:**

To provide a uniform system throughout the Police Department for maintaining officer's activity records.

**Policy:**

Officers will accurately and thoroughly record their daily activity to maintain integrity, community trust and professionalism while performing their duties.

**Procedure:**

A. Specialists/Police Officers will:

1. Take a Form 436A (Daily Activity Record) with them on patrol, fill in with ink the identifying information, and make necessary entries as calls for service are received and dispositions are obtained.
2. Submit the Form 436A to the supervisor of the shift at the completion of the officer's tour of duty.

B. Supervisors will:

1. Prior to the termination of the following workday, review for accuracy and completeness all Forms 436A submitted the previous day. Discuss any errors or performance deficiencies with the officer. Should an error exist, have the necessary correction made by the officer.

2. Initial and date the form. Indicate concurrence with the accuracy and completeness of the information submitted. Transcribe activity entries onto a Form 436B (Monthly Composite - Officer's Daily Activity Record). Each shift will maintain a Form 436A file.
  3. Maintain Forms 436B in alphabetical order for the shift and make them available to the officers for review upon request.
  4. Provide counseling when the need is recognized. Enter this action in the space provided and sign and date the entry along with the officer.
  5. Submit Forms 436B to the unit commander at the end of each period for approval. Transcribe onto a Form 436C (Patrol Officer's Composite Activity Record). File under the supervisor's control.
  6. When an officer is transferred, send the Forms 436B and 436C to the new unit along with the officer's Personnel Information Sheet. Retain all Forms 436A in the original unit.
- C. Forms 436A, 436B, and 436C:
1. Retain all Forms 436A, 436B, and 436C for the current and previous year only.
  2. Individual specialized units may customize Forms 436A, 436B, and 436C to meet their specific needs.

D. Guide for Completing Form 436A, Side 1 -  
Activity Summary:

1. Officers assigned as partners may take equal credit for work accomplished except as otherwise indicated in the following instructions:

- a. Beat/Zone - Enter beat number and zone of each day's assignment.
- b. Hours - List working hours. Also list partial time off in this block; i.e., 1500-2300, 2100-2300/2V.
- c. Total Hours On Duty/Detail - Enter actual number of hours on duty. Behind the slash, record detail time. Information contained in this space will only apply to fixed posts, assigned details, and court attendance while on duty. (Supervisor will consider detail time in evaluating performance.)
- d. Service Calls/Administrative Calls - Enter total number of calls for service received from PCS (Police Communications Section) where a direct task is required. This does not include such runs as Signals "55," "1," or "2" unless these calls result in a direct task. Do not score if a run was disregarded. Below the slash, enter the number of administrative calls. Mail run, property run, pickup subpoenas, or pickup supplies are examples. Do not double score with radio runs.

## e. Activity:

- 1) Felony Arrests/Coop - List number of felony arrests made. Below the slash, include all felony arrests in which the officer supplied information leading to the arrest or developed evidence pertaining to the arrest. (Prisoner pickups from other departments, agencies, etc., are included.) Record name, address, and charge in space provided. Only the officers making the arrest will score. Any computer "hits" on warrants resulting in a physical arrest may be scored; include warrant number.
- 2) Misd. Arrests/Coop - List number of misdemeanor arrests made. Include DUI, driver's license violations, and minor misdemeanors in this space. Below the slash, include all misdemeanor arrests in which the officer supplied information leading to the arrest or developed evidence pertaining to the arrest. (Prisoner pickup from department stores, etc., are included in this space). Record name, address, and charge in the space provided. Any computer "hits" on warrants resulting in a physical arrest or citation may be scored; include warrant number.
- 3) Truants/Curfew Viol. - Record number of truants picked up and curfew violations issued.

- 4) Cases Cleared: Fel./Misd. - Record number of original and follow-up cases cleared. Above slash, record felony cases. Below slash, record misdemeanor cases cleared. Include all cases closed except for "Investigation Pending." Do not score missing persons returned or auto larcenies recovered without an arrest as a cleared case.
- 5) Offense Inv./Closed - Record the number of original or follow-up offense reports investigated. Below the slash, record the number of cases closed.
- 6) Crimes Disc./Vice Arrests - Record the number of crimes discovered through the officer's individual efforts. Any crime requiring an offense report that is discovered by the officer may be recorded in this space. Do not list those crimes that are a result of a service call or similar second party information. Below the slash, indicate the number of vice arrests made. Also score these arrests in Items 1) or 2).
- 7) DUI Arrests/Processed - Record the number of persons you arrested for driving under the influence (score also in Item 2). Below the slash, record the number of persons you as a breathalyzer/intoxilyzer operator processed/tested for DUI violations. Record name, address, and charge in the space provided. Intoxilyzer processing officer may take credit for Co-op arrest, however, arresting officer does not take credit for intoxilyzer processing.

- 8) Reports Made - Score the number of all reports made during your tour of duty (Ohio Uniform Incident Report, Form 316, etc.).
- 9) Form 306 (Prev. Pat. Rpt.) - Record the number of Preventive Patrol Reports issued.
- 10) HMTV MUTTs/Radar-Laser - Record the number of hazardous moving violations resulting in an arrest or traffic citation. Include juvenile traffic arrests and citations. (Partners take credit when a physical arrest is made or auto crash is investigated.) Below the slash, record the number of speeding violations written using radar-laser.
- 11) Crash Reports/Citations - Record the number of Forms OH-1 (Ohio Traffic Crash Report) investigated. Below the slash, record the number of Forms OH-1 made which resulted in a citation.

NOTE: Score no more than one arrest or citation for each accident in this space. All arrests and citations occurring in connection with a crash report will also be scored in their appropriate place.

- 12) Forms 318 - Record the number of Forms 318 made.
- 13) Ped. Viol.: Adult/Juv. - List all adult and juvenile offenders resulting in citation or referral. (Partners take credit when a physical arrest is made.)

- 14) CPIs - Record the number of parking infractions issued. (Partners do not take credit.)
- 15) Auto Rec./Delinquent - Above the slash, record the number of auto larcenies or unauthorized use recovered. Below the slash, list the number of delinquent autos towed, recovered, or paid out.
- 16) Autos Towed - Record all autos towed during your tour of duty. Include auto crashes, delinquents, parking infractions, etc.
- 17) Invest. Stops/Contact Cards - Record the number of investigatory stops (reasonable suspicion to believe a citizen is committing or has committed a crime) above the slash. Record the name and address of each person stopped for this purpose in the space provided. Below the slash, record the number of Contact Cards (Form 534) completed.
- 18) PFO/Assists - Record only places found open as a result of the officer's individual efforts. Only the discovering officer and partner take credit for the PFO. Other responding officers take credit for an assist. Complete a Cincinnati Police Department General Conditions Report if no offense is recorded.
- 19) Warr.-Sub. Served/Unable - Record number of warrants or subpoenas served or returned unable to serve.

- 20) Forms 305 Inv./Dir.Pat. - Record number of Form 305 complaints investigated during the tour of duty. Below the slash, record the number of directed patrol investigations made.
- 21) Referrals - Record situations coming to the attention of an officer where private or government agencies could be of assistance; i.e., YMCA, Private Complaint, Salvation Army, 241-KIDS, etc.
- 22) Foot Patrol Hours - Record time spent on foot patrol. This does not include time spent out of the vehicle on routine radio runs. It does include time spent on dismounted "directed patrol."
- 23) Public App./Community Council Meetings - Record number of gatherings attended by an officer in an official capacity to address concerns, relay information, etc.; i.e., schools, youth organizations, business meetings, etc. Below the slash, record number of community council meetings attended.
- 24) Court Appearances - Record number of court appearances since last tour of duty.
- 25) Vehicle Inspection (Inside-out) - Check box upon completion of inspection.



f. In Car Camera Check:

- 1) Record the results of the Mobile Video Recording Equipment inspection. Record any tape change along with the reason for the change and the name of the supervisor conducting it.

g. Notes:

- 1) List any traffic posts worked, foot patrol, etc.

h. Details:

- 1) An officer must account for any outside employment details worked. On his first day back to work, an officer must also account for any outside employment details worked on his off days.

E. Guide for Completing Form 436A, Side 2 - Service Calls:

1. Officers must log complete information concerning calls for service and all action requiring out-of-service time (Signal 27).
  - a. Rec'd - Enter the exact time the radio or MDT run is received from PCS.
  - b. 26 - Enter the time at which service was completed for that particular dispatch.
  - c. Name - Enter the name of the complainant whenever possible. If no complainant is found or appropriate, enter name of victim or suspect.
  - d. Location - Enter the exact address of the radio run. Make any corrections to dispatched address, if necessary, and notify PCS of change.
  - e. Nature - Enter specific information from dispatcher on the nature of the run, including specific code number/signal.

- f. Disposition - Enter as much information as necessary to adequately describe the service rendered or action taken.
- 1) Disposition should be comprehensive enough to allow supervisor to immediately determine what action was taken, advice given, reports made, arrests, or pending activities resulting from this run.
  - 2) If given a disregard on the run, indicate by whom (PCS, district, another beat car) and indicate which car took the run. Do not score disregards as runs in Item 4.